

House of Deputies Study Committee on the Rules of Order
Proposed Rules of Order
(Version 1.0)

<u>I. HOLY SCRIPTURE AND PRAYERS</u>	<u>2</u>
<u>II. GENERAL RULES</u>	<u>2</u>
<u>III. DEPUTATIONS</u>	<u>2</u>
<u>IV. FLOOR PRIVILEGES AND ARRANGEMENTS</u>	<u>3</u>
<u>V. OFFICERS</u>	<u>3</u>
<u>VI. REGULAR SESSION SCHEDULE</u>	<u>4</u>
<u>VII. RESOLUTIONS AND MEMORIALS</u>	<u>6</u>
<u>VIII. LEGISLATIVE COMMITTEES</u>	<u>6</u>
<u>IX. OTHER COMMITTEES</u>	<u>11</u>
<u>X. SPECIAL COMMITTEES</u>	<u>12</u>
<u>XI. SESSIONS OF THE HOUSE</u>	<u>13</u>
<u>XII. DEBATE</u>	<u>13</u>
<u>XIII. MOTIONS</u>	<u>14</u>
<u>XIV. VOTING</u>	<u>16</u>
<u>XV. ELECTIONS</u>	<u>17</u>
<u>XVI. CONFIRMATION OF THE ELECTION OF A PRESIDING BISHOP</u>	<u>17</u>
<u>XVII. PARLIAMENTARY AUTHORITY</u>	<u>18</u>
<u>XVIII. SUPREMACY AND IN FORCE CLAUSE</u>	<u>18</u>
<u>XIX. AMENDMENTS TO THE RULES OF ORDER</u>	<u>18</u>

I. Holy Scripture and Prayers

A. *Placement of Holy Scripture*

1. The President and Secretary will ensure that a copy of the Holy Scriptures is reverently displayed at all meetings of the House of Deputies.

B. *Daily Prayers*

1. The daily session of the House will begin with prayers.
2. The President may call for prayers at other times.
3. Any Deputy may ask the President to call for prayer at other times.

II. General Rules

A. *Duty of Deputies*

1. Deputies will prepare for and give their attention to the business of the House.
2. Deputies will attend all sessions of the House unless excused by the President.

B. *Communications Devices*

1. The President may allow Deputies to bring cell phones, computers, and other communication devices to the House.
2. No talking on communications devices is allowed while the House is in session.
3. All communications devices will be set to the silent mode.
4. Deputies will respect those around them as they use such devices.

C. *Distribution of Printed, Digital, and Other Materials*

1. Only official reports, papers, and documents necessary for the business of the House may be distributed to the House, except with the approval of:
 - i. the President; or
 - ii. the House by a majority vote.

2. These rules apply to physical materials and to digital materials distributed through official legislative software, devices, or on the floor.

D. *Quorum*

1. To transact business the Constitution, Article I Sec. 4, requires:
 - i. A majority of the Dioceses entitled to representation in this House must have at least one clerical Deputy present; and
 - a. A majority of the Dioceses entitled to representation in this House must have at least one lay Deputy present.

E. *Minutes*

1. The Minutes of the house will be kept by the Secretary or Assistant Secretaries and reviewed by the Committee on the Certification of Minutes.
2. The Committee on the Certification of Minutes will review and approve the final minutes for each day before the start of the next day's session.
3. The Committee on the Certification of Minutes will report its action at the next scheduled session.
4. The House may require that the Minutes for any session be approved by the House.

III. Deputations

A. *Chair of Deputation*

1. At least one year before the first legislative session of the General Convention, each Deputation will:
 - i. designate a Chair; and
 - ii. notify the Secretary of the House of Deputies the name of the Chair.
2. The Deputation Chair will:

- i. serve as the primary contact for House of Deputies communications;
- ii. certify the Deputation's vote by orders;
- iii. certify changes in the Deputation during General Convention;
- iv. perform other duties as directed by the President.

B. Certification of Alternate Deputies as Deputies

1. Alternate Deputies may not sit or vote with their Deputations, unless and until certified by the Committee on Credentials as a substitute for a Deputy.
2. The Committee on Credentials will certify Alternate Deputies as Deputies before each session.
3. The procedures for certification will be those determined by the Secretary of the House of Deputies
4. An Alternate Deputy will serve as Deputy only until the Deputy they replace is able to resume their seats.
5. The Committee on Credentials will hear any disputes on certification of Deputies and will report their decision to the House.

IV. Floor Privileges and Arrangements

A. Floor Privileges. No one will be admitted to the floor except members, officers of the House, and:

1. the Secretary of the House of Deputies;
2. the Treasurer of the General Convention;
3. other persons authorized by the President or Secretary, to assist in the conduct of the business of the House;
4. other persons invited or authorized by the President.

B. Seat and Voice. The following will have seat and voice on the floor of the House:

1. two ordained persons and two lay persons who are duly authorized representatives of the Episcopal Church in Liberia;
2. members of the Official Youth Presence;
3. other persons authorized by the Joint Rules, the Constitution, or Canons.

C. Platform. Only officers of the House of Deputies, designated members of the Committee on Dispatch of Business, and other persons authorized or invited by the President may be on the platform of the House.

D. Placement of Deputations and Others.

Deputations will be seated together on the floor of the House in random order, except that:

1. Deputations with members serving on the platform may be seated near the platform.
2. Deputations requiring language interpretation or with other needs may be seated in proximity to one another; and
3. The President may seat deputations and others as necessary to assist in the business of the House.

E. Seating Adjacent to the Floor

1. The President and the Secretary will designate a visitor's gallery.
2. The President and Secretary may designate areas adjacent to the floor of the House of Deputies as seating for Alternate Deputies, members of Executive Council, and others.

V. Officers

A. President. The President of the House of Deputies will be elected in accordance with the Canons.

1. The President will preside over all meetings of the House, unless the President relinquishes the Chair for a temporary period.
2. If the President relinquishes the Chair:
 - i. The Vice-President will preside; or
 - ii. If the Vice-President is unable or unwilling to Preside, the President may appoint any Deputy to preside.
3. If the President has relinquished the Chair, the President may resume the Chair at any time.

B. Vice-President. The Vice-President of the House of Deputies will be elected in accordance with the Canons.

1. The Vice-President will preside over all meetings of the House in the absence of the President.
2. If the Vice-President is presiding and wishes to relinquish the Chair, the Vice-President may appoint any deputy to preside.

C. Secretary and Assistant Secretaries.

1. The Secretary of the House of Deputies will be elected in accordance with the Canons.
2. The Secretary may appoint Assistant Secretaries.

D. Parliamentarian

1. The President may appoint one or more Parliamentarians and Vice-Parliamentarians to advise the President or presiding officer on parliamentary procedure.
2. A Parliamentarian may be a member of the House or another person at the discretion of the President.
3. The Parliamentarian may address the House or any committee of the House at the direction of the President or

presiding officer to facilitate the business of the House.

E. Chaplain

1. The President may appoint one or more Chaplains to the House, who may, but need not be, members of the House. The President will specify the duties of the Chaplain.

F. Sergeant-at-Arms

1. The President may appoint a Sergeant-at-Arms and necessary assistants.
2. The Sergeant-at-Arms and assistants may be members of the House or other persons at the discretion of the President.
3. The President will specify the duties of the Sergeant-at-Arms. Duties may include:
 - i. locating chairs of legislative committees and escorting them to the platform;
 - ii. escorting distinguished visitors and performing ceremonial duties;
 - iii. maintaining order and decorum in the House;
 - iv. ensuring only authorized persons are seated on the floor during sessions of the House except when there is a Joint Session of both Houses; and
 - v. ensuring that only authorized persons are present during Closed Sessions.

VI. Regular Session Schedule

A. Regular Order of Business

1. The Order of Business of each session of the House will be as follows, unless modified by the House in the schedule adopted by the House:
 - i. Opening Prayer
 - ii. Report of the Certification of the Minutes

- iii. Communications from the President
 - iv. Report of Dispatch of Business
 - v. Report on Elections
 - vi. Committee Reports and Legislation
2. *Order of Committee Reports.* The Order of Legislation and Committee Reports will be determined as follows:
- i. The Committee on Dispatch will adopt and publish a daily legislative calendar the day before each legislative session;
 - ii. During the time allotted for daily Committee Reports and Legislation, resolutions will be considered in the order on the published calendar.
 - iii. Following the adjournment for the day, the Committee on Dispatch will update the calendar for the subsequent day modifying the order of Committee Reports as necessary to consider high priority legislation.
 - iv. Once legislation is added to the Legislative Calendar, the legislation will remain on the Calendar unless removed or acted upon by the House.
- B. *Special Order of Business*
- 1. *Priority over regular business.* If the House adopts a Special Order of Business, it will have priority over any other item of business, including any pending motions, reports, or resolutions.
 - 2. *Vote.* A Special Order of Business requires a two-thirds vote to be adopted or amended.
 - 3. *Special Consideration of Business.* The President at any time no other Matter is being considered, may present any Matter to the House for its immediate consideration and action.
- C. *Consent Calendar*
- 1. *Business placed upon the Consent Calendar.* A Consent Calendar will be maintained by the Secretary and voted upon once a day as the first legislative order of the day.
 - 2. *Publishing the Consent Calendar.*
 - i. The Consent Calendar must be published at least twenty-four hours before the beginning of the session at which the calendar is to be voted upon.
 - ii. The Consent Calendar must be posted by the Secretary either:
 - a. online; or
 - b. a preannounced place and distributed to the Deputies.
 - 3. *Placing items on the Consent Calendar.* All Committee Reports on Resolutions or Memorials will be placed on the Consent Calendar automatically unless:
 - i. it is removed in accordance with these Rules;
 - ii. the Rules of Order, the Joint Rules of Order, the Canons, or the Constitution require a different procedure for considering the item;
 - iii. the item has been set by a Special Order of Business; or
 - iv. the item is one of the following:
 - a. a Report from the Joint Standing Committee on Program, Budget and Finance;
 - b. an election;
 - c. a resolution of privilege or courtesy;
 - d. the confirmation of the election of the Presiding Bishop.
 - 4. *Removing items from the Consent Calendar.* An item may be removed from the Consent Calendar any time before the final vote by:

- i. the Legislative Committee proposing the action;
 - ii. the Chair of the Committee on Dispatch of Business;
 - iii. the proposer of the Resolution or Memorial;
 - iv. any three deputies;
 - v. the President of the House of Deputies.
5. *Voting on the Consent Calendar.* When voting on the Consent Calendar, the House will vote on all items at once. A majority vote is required to adopt the calendar.
 6. *A negative vote.* If the House rejects the Calendar, all items of business placed on the Consent Calendar will be placed on the Calendar of Business by the Committee on Dispatch.

VII. Resolutions and Memorials

- A. *Resolutions.* Resolutions are matters by which the House or the General Convention speak to a particular subject or matter, amend the Constitution or canons, or express the mind of the house.
- B. *Form.* Resolutions will take the form proscribed by the Secretary.
- C. *Proposing.* A Resolution or Memorial may be proposed by:
 1. a Deputy, if:
 - i. three other Deputies endorse the resolution; and
 - ii. the Deputy proposes no more than three resolutions.
 2. the President of the House of Deputies;
 3. a House of Deputies Committee;
 4. a Message from the House of Bishops;
 5. a Diocese;
 6. a Province;

7. a Standing Commission, Task Force, or bodies required to report to the General Convention;
8. the Executive Council.

D. *Submission Deadline.* No Resolution or Memorial may be submitted to the House after the end of the second legislative day, unless:

1. is a resolution of privilege or courtesy;
2. is proposed by a House of Deputies Committee;
3. is proposed by the President of the House of Deputies;
4. is a Message from the House of Bishops; or
5. the House votes to consider it.

E. Memorials

1. Memorials are statements about matters of great importance that urge General Convention to take action on a particular topic.
2. Memorials are referred to a legislative committee to inform the committee's work and deliberation.
3. A committee may propose a resolution in response to a memorial.

VIII. Legislative Committees

A. General Rules on Legislative Committees

1. *Appointment and Creation*
 - i. No later than 90 days before the first legislative day of General Convention, the President will appoint Legislative Committees for the work of the House of Deputies at General Convention.
 - ii. The Legislative Committees may include the following and any others that the President designates:

- a. *Rules of Order.* Reviews and proposes Resolutions to revise the rules that govern the House.
- b. *Constitution & Canons.* Receives and proposes Resolutions that propose amendments to the Constitution or Canons.
- c. *Governance & Structure.* Receives and proposes Resolutions that address the governance and structure of this Church including General Convention, Executive Council, and the Anglican Communion.
- d. *World Mission.* Receives and proposes Resolutions on mission personnel, world mission strategy, and covenant relationships with other Anglican Provinces or bodies.
- e. *Social Justice & International Policy.* Receives and proposes Resolutions on social justice issues in The Episcopal Church's extra-US dioceses and the international peace and justice work of this Church, including engagement with the Anglican Communion.
- f. *Social Justice & United States Policy.* Receives and proposes Resolutions on social justice issues facing the United States, including its international engagement.
- g. *Congregational Vitality.* Receives and proposes Resolutions on the health, development, and redevelopment of congregations and faith communities including church planting, college and university communities, and new and non-traditional contexts.
- h. *Evangelism & Communications.* Receives and proposes Resolutions on evangelism within this Church's jurisdictions; receives and proposes resolutions on communication strategies and technologies to strengthen the Church's communication of the Gospel and opportunities for information management and exchange within the Church.
- i. *Prayer Book, Liturgy & Music.* Receives and proposes Resolutions on the Book of Common Prayer, liturgy, and music of this Church.
- j. *Formation & Education for Ministry.* Receives and proposes Resolutions on Christian formation and education for all the baptized, and all matters related to ordained ministry.
- k. *Church Pension Fund.* Receives and proposes Resolutions on the purpose, scope, structure, and work of the Church Pension Fund including, but not limited to, pensions, disability, health insurance, other insurance and products for lay and ordained employees of the Church, insurance for Church institutions, and publishing.
- l. *Stewardship & Development.* Receives and proposes Resolutions on stewardship, stewardship education, development, and planned giving.
- m. *Ecumenical & Interreligious Relations.* Receives and proposes Resolutions on relations between this Church and other Churches, this Church and other religions, interchurch cooperation and unity, and interreligious dialogue and action.
- n. *Environmental Stewardship & Care of Creation.* Receives and proposes Resolutions on environmental stewardship and the care of creation.

- o. *Confirmation of the Presiding Bishop.* Receives the Report from the House of Bishops regarding the election of a Presiding Bishop, and recommends action regarding confirmation.
 - iii. *Special Legislative Committees.* The President will appoint the following committees for the work of the House of Deputies at General Convention no later than 90 days before the first legislative day of General Convention. These committees are not required to hold hearings under these Rules before taking any action.
 - a. *Dispatch of Business.* Proposes the agenda for the House and determines the Calendar of the Day, proposes Special Orders of Business, and schedules elections.
 - b. *Certification of Minutes.* Reviews the minutes of the previous legislative day, corrects the minutes and reports on their completion to the House.
 - c. *Privilege & Courtesy.* Receives and proposes Resolutions that commend individuals or organizations and proposes Resolutions that express the House's appreciation for groups or persons.
 - d. *Credentials.* Registers Deputies and reports on the number of voting members in the House of Deputies at each session and acts as tellers for elections.
2. *Membership and Composition*
- i. The President will determine the size of each Legislative Committee and appoint the members.
 - ii. All members of Legislative Committees must be Deputies.
 - iii. The President will be a member of all Legislative Committees, *ex officio*.
3. *Committee Officers*
- i. The President will appoint the Chair, Vice-Chair, Secretary, and any other officers deemed necessary of each Legislative Committee.
 - ii. The President must appoint the officers of Legislative Committees no later than 90 days before the first legislative day of General Convention.
4. *Publication of Committee Appointments*
- i. The designation of Legislative Committees, the membership, and officers will be publicly available.
 - ii. The Secretary of the House of Deputies will make the information about Legislative Committees known to the Church.
5. *Role and Authority of Legislative Committees.* Legislative Committees will the following roles and responsibilities at General Convention.
- i. Consider Resolutions, Memorials, and other matters referred to it for action or information.
 - ii. Propose Resolutions and Memorials on subjects that have not been referred to it for action but which are within the scope of the description of their responsibilities in Rule a.i.2 or as assigned by the President.
 - iii. Hold hearings.
 - iv. Prepare reports and recommend actions on Resolutions, Memorials, and other matters referred to it.
6. *Committee Meetings*
- i. The Secretary of the House of Deputies will arrange a meeting space for each Legislative Committee.
 - ii. The meeting location for each Legislative Committee will be made available to the House of Deputies

- and the public by the Secretary of the House of Deputies.
- iii. The President may direct any Legislative Committee to convene and consider matters referred to it prior to the time set for Legislative Committee meetings at the General Convention site by the Joint Standing Committee on Planning and Arrangements. Such meetings will be held electronically in a way that all members can hear all other members.
 - iv. A meeting may be called by the Chair or by a majority of the members.
 - v. In accordance with Canon V.3.1 a quorum will be a majority of all the members.
 - vi. Legislative Committees may, but are not required to, meet in cognate session with a House of Bishops Legislative Committee assigned to consider the same matter or matters. The House of Deputies Legislative Committee must always vote separately on the final action on any matter referred to it.
 - vii. Only members of the Legislative Committee may speak during meetings, unless the Chair invites other persons to speak.
 - viii. All meetings of Legislative Committees will be open to the public unless the Committee votes to hold a closed meeting.
 - ix. A Legislative Committee may hold a closed meeting upon a two-thirds vote of the members present. No final action on a matter referred to the Committee may be taken during a closed meeting.
7. The Secretary of the Legislative Committee will keep (or cause) a record of:
 - a. time and place of each meeting;
 - b. attendance of Committee members at each meeting;
 - c. resolutions and matters considered at each meeting and all actions taken on them; and
 - d. all other motions and actions of the Committee.
 8. The Secretary of the Legislative Committee will file the record of each Legislative Committee meeting with the Secretary of the House of Deputies at the conclusion of each meeting.
- B. *Legislative Committee Hearings*
1. *Hearings Required*
 - i. Legislative Committees must hold a hearing on every Resolution, Memorial, or other matter referred to it for action or prepared by it before taking final action.
 - ii. Legislative Committees should try to schedule all Resolutions, Memorials, or other matters on the same subject for hearing at the same time.
 - iii. Hearings may be held by Legislative Committees up to two days before the first legislative day of General Convention.
 2. *Notice of Hearings*
 - i. *Before General Convention.* A Legislative Committee may deliver a Notice of Hearing to the Secretary of the House of Deputies at any time more than seven (7) days before the first legislative day of General Convention. Upon receipt the Notice of Hearing will be posted by the Secretary on the General Convention website. All

hearings to be held two days prior to the first legislative day of General Convention must comply with this Rule.

- ii. *During General Convention.* For hearings to be held one day before the first legislative day of General Convention or thereafter during General Convention, a Legislative Committee will deliver the Notice of Hearing to the Secretary of the House of Deputies so that it can be posted by the Secretary on the General Convention website at least eight (8) hours before the hearing. For hearings scheduled before 10:00 a.m., the Notice of Hearing must be posted by the Secretary by 6:00 p.m. of the day before the hearing.
 - iii. The Secretary of the House of Deputies will specify the form for the Notice of Hearing.
3. *Testimony at Hearings*
- i. Any person may testify before the Legislative Committee.
 - ii. All persons who wish to testify before the Legislative Committee must register by signing a witness sheet.
 - iii. A person testifying must identify himself or herself by name, status (Deputy, Bishop, or Visitor), Diocese, organization represented, if any, and the Resolution or matter on which they wish to testify.
 - iv. The Chair may limit the number of persons who may testify, set time limits, alternate pro and con, give preference to Deputies or other groups of persons and otherwise regulate the hearing.
4. *Record of Hearings.*

- i. The Secretary of the Legislative Committee will keep (or cause) a record
 - a. time and place of each hearing;
 - b. attendance of Committee members at each hearing;
 - c. Resolutions and matters considered at each hearing; and
 - d. name and identifying information of each person testifying before the Legislative Committee and the Resolution or matter upon which each spoke.
- ii. The Secretary of the Legislative Committee will file the record of each Legislative Committee hearing with the Secretary of the House of Deputies at the conclusion of each hearing.

C. *Legislative Committee Reports*

1. Each Legislative Committee must take final action on every Resolution and other matter referred to it for action to recommend to the House of Deputies one of the following acts:
 - i. **adopt as proposed;**
 - ii. **adopt as amended** by the Legislative Committee;
 - iii. **adopt a substitute**
 - a. A substitute Resolution must be on the same subject as the Resolution referred to the Legislative Committee for action.
 - b. A substitute Resolution may only cover one Resolution referred to the Legislative Committee for action.
 - iv. **adopt a consolidated substitute**
 - a. A consolidated substitute Resolution must be on the same subject as the

- Resolutions referred to the Legislative Committee for action.
- b. Its report on the final action on that Resolution must identify all the other Resolutions the substitute is intended to cover.
- c. A vote by the Legislative Committee to recommend adoption of a consolidated substitute will be a recommendation to **take no action** on all other Resolutions the consolidated substitute is intended to cover.
- v. **reject**
- vi. **refer** to a specified Standing Commission, General Convention Task Force, Executive Council or other body of the Church for study, action, or to make recommendations on the subject to the next General Convention
- vii. **take no action** because
 - a. the matter has already been dealt with by action of the House of Deputies at this meeting of General Convention;
 - b. the matter is covered by a Resolution of a prior General Convention;
 - c. for other reasons;
- viii. **If the Resolution or matter has been acted on by the House of Bishops:**
 - a. concur with the action of the House of Bishops;
 - b. concur as amended by the House of Deputies Legislative Committee;
 - c. concur with substitute by the House of Deputies Legislative Committee;
 - d. not concur and take a different action;
 - e. not concur;

- ix. A House of Bishops Message to discharge will be treated as **take no action**.
- 2. Minority Report
 - i. If there is a minority position on a final action on a Resolution or other matter and the minority requests to make a minority report to the House, the Chair will include the minority report in the Legislative Committee's report on the final action on the Resolution or other matter.
 - ii. A minority position consists of at least one-quarter (1/4) of the members of the Legislative Committee present and voting on the Resolution, Memorial, or other matter.

IX. Other Committees

A. General Rules on Other Committees

1. Appointment and Creation

- a. The President may designate other Committees for the work of the House of Deputies at General Convention no later than 90 days before the first legislative day of General Convention except that Conference Committees will be appointed as needed.
- b. The Committees may include the following and any others that the President designates:

ii. Resolution Review.

- a. The Resolution Review Committee will review all Resolutions submitted prior to General Convention to ensure that they are consistent with the polity of this Church, that they are in the form required by the canons, and to assess whether they have funding implications.

- b. The committee will prepare a report on each Resolution or Memorial and provide it to the chair of the Legislative Committee to which the Resolution or Memorial is referred for action. The Committee will continue the review process while General Convention is in session.
 - c. The Committee may draft or redraft any matter in the proper language upon referral by the President, Legislative Committee, Deputy, or the House.
- iii. *Legislative Aides*
- a. The President may appoint Legislative Aides to assist Legislative Committees in the conduct of business prior to and during General Convention.
2. *Membership and Composition*
- i. The President will determine the size of each other Committee and appoint the members.
 - ii. Members of other Committees need not be Deputies.
 - iii. The President will be a member of all other Committees, *ex officio*.
3. *Committee Officers*
- i. The President will appoint the Chair, Vice-Chair, Secretary, and any other officers deemed necessary of each other Committee.
 - ii. The Secretary of the House of Deputies will make the information about other Committees known to the Church.
- B. *Committee Meetings*
- 1. The Secretary of the House of Deputies will arrange a meeting space for each Committee.
- C. *Conference Committees*
- 1. *Creation.* A Conference Committee will be created by:
 - i. A vote by the House to refer legislation passed by the House of Bishops to a Conference Committee; or
 - ii. When the House has concurred, with amendments, in action taken by the House of Bishops to concur with amendments on legislation passed by the House.
 - 2. *Appointment.* The President will appoint all members of a Conference Committee from the House of Deputies.
 - 3. *Final Action.* When a Committee of Conference has been formed, the final action upon the matter under consideration will be deferred until the Conference Committee has reported to this House.

X. Special Committees

- A. The President may designate Special Committees for the work of the House of Deputies at or between sessions of the General Convention.
- B. *Membership and Composition*
 - 1. The President will determine the size of each Special Committee and appoint the members.
 - 2. Members of Special Committees need not be Deputies.
 - 3. The President will be a member of all Special Committees, *ex officio*.
- C. *Committee Officers*
 - 1. The President will appoint the Chair, Vice-Chair, Secretary, and any other officers deemed necessary of each Special Committee.
 - 2. The Secretary of the House of Deputies will make the information about Special Committees known to the Church.

XI. Sessions of the House

A. Legislative Sessions

1. *Purpose.* A Legislative Session is a regular session of the House of Deputies and is to consider resolutions, reports from committees, and provide an opportunity to debate.

B. Special Order Sessions

1. *Purpose.* A Special Order Session is a session set by the House to consider a particular legislation, topic, or other matter under special rules for deliberation and debate. Sessions can be used to consider important or strategic matters in an informal manner for conversation and connection.

2. *How Brought.* A Special Order Session may be scheduled by a two-thirds vote of the House.

C. Closed Sessions

1. *Purpose.* A Closed Session has limited attendance and is used to discuss sensitive or pastoral matters.
2. *How brought.* The Deputies may vote to enter a Closed Session by a majority vote.
3. *Who may attend.* Only the following may attend a closed session:
 - i. Deputies;
 - ii. Officers of the House of Deputies;
 - iii. persons given seat on the floor of the House;
 - iv. other people authorized by the House;
 - v. other people authorized by the President.
4. *Special Rules regarding Closed Sessions*
 - i. Minutes will be kept by the Secretary. Minutes taken during an Closed Session may only be reviewed and revealed in a Closed Session.

- ii. Electronic Devices may not be used to communicate during the Closed Session.
- iii. Members are honor bound to keep the proceedings of a Closed Session confidential.

XII. Debate

A. Deputies may debate.

1. Any Deputy or person given seat and voice on the floor of the House may participate in debate, unless a rule of the House specifies otherwise.

B. Definitions

- i. *Debate.* Debates are an opportunity for Deputies to engage in discussion on any matter.
- ii. *Matter.* A matter includes any Resolution, Memorial, motion, message from the House of Bishops, Committee report, that is presented to the House to consider and act upon.

C. Deputies may engage in debate on any matter except when:

1. debate has been ended by a vote of the House;
2. debate is not allowed due to a Rule of the House, a Joint Rule, a Canon, or the Constitution.

D. Time Limits

1. A total of 30 minutes is the maximum time allowed to debate on:
 - i. any matter; and
 - ii. all motions related to that matter.
2. If a person rises to speak during the first six minutes, no member may move the following unless no person seeks to debate on the matter:
 - i. amend the motion or resolution;
 - ii. move a substitute;

- iii. end debate.
- 3. During a Debate on any motion or matter, a member may:
 - i. speak up to 2 minutes after being recognized by the Chair;
 - ii. speak twice.
- 4. Debate will end following:
 - i. a successful vote to end debate;
 - ii. the end of the time allowed for debate by a Rule or Special Order; or
 - iii. by the President if
 - a. at least three people have spoken in favor of the matter and no one rises to speak against; or
 - b. at least three people have spoken against the matter and no one rises to speak in favor.

XIII. Motions

A. How Made

- 1. Motions may be made by any Deputy or other person authorized to make a motion by the Rules of the House;
- 2. A Deputy wishing to make a motion must:
 - i. acknowledge their intent to make a motion in any queuing system; and
 - ii. be recognized by the President or presiding officer.

B. Types of Motion. Any Deputy may make one of the following motions.

1. Motions that affect the general business of the House:

- i. *Adjourn or Recess:*
 - a. Is used to end a session (adjourn) or take a short recess.
 - b. Has the following characteristics:
 - (1) No debate is allowed.
 - (2) No amendments may be made.

- (3) A majority vote is required.
- ii. *Adjourn and reconvene at a specific time:*
 - a. Is used to end a session and set a time to reconvene.
 - b. Has the following characteristics:
 - (1) Debate is only allowed on the time.
 - (2) Amendments are only allowed on the time.
- iii. *Appeal the ruling of the President or presiding officer:*
 - a. Is used to appeal any decision of the President or presiding officer on any question of procedure;
 - b. Has the following characteristics:
 - (1) Debate is allowed.
 - (2) Amendments are allowed.
 - (3) A majority vote is required.
- iv. *To Create a Special Order of Business or Change the Order of Business*
 - a. Is used to create a Special Order of Business that is not included in the Convention schedule or change an existing Order of Business. It may also include special rules to govern how the order is to be carried out.
 - b. Has the following characteristics:
 - (1) Amendments are allowed.
 - (2) Debate is allowed.
 - (3) A two-third's vote is required.
- v. *To Suspend the Rules*
 - a. Is used to suspend or modify the Rules of the House that interfere with a particular goal of the House.
 - b. Has the following characteristics:
 - (1) Amendments are allowed.
 - (2) Debate is allowed.
 - (3) A two-third's vote is required.

2. Motions that affect debate on a resolution or matter:

i. *End Debate and vote immediately:*

a. Is used to end the debate on a motion, resolution, report, or other action item and force a debate. It is also sometimes known as “moving the previous question.”

b. Has the following characteristics:

- (1) May not be made on a Resolution and an amendment at the same time;
- (2) No debate is allowed;
- (3) A two-third’s majority vote is required.

ii. *Postpone debating a motion or resolution until a specific time*

a. Is used to postpone debating and considering a motion or Resolution until a certain time, after a certain time has elapsed, or after an event has occurred. It cannot be used to kill a motion.

b. Has the following characteristics:

- (1) Debate is allowed.
- (2) Amendments are allowed.
- (3) A majority vote is required.

iii. *To Recall from a Committee*

a. Is used to bring something out of a committee and immediately to the floor of the House.

b. Has the following characteristics:

- (1) May not be brought until the fourth legislative day.
- (2) Debate is allowed.
- (3) No amendments are allowed.
- (4) A two-thirds vote is required.

3. Motions that affect what is done with a matter.

i. *To refer to back to the originating Committee, a different Committee, a Standing Commission, or other Body*

a. Is used to refer a matter to a Committee or group to study the matter and report back suggested amendments or actions.

b. Has the following characteristics:

- (1) May be debated.
- (2) May be amended as to the body.
- (3) A majority vote is required.

ii. *Take No Action*

a. Is used to stop considering a particular Resolution or Memorial and remove it from further consideration at the current meeting of the House.

b. Has the following characteristics:

- (1) Debate is allowed.
- (2) No amendments are allowed.
- (3) A majority vote is required.

iii. *To amend or substitute*

a. Is used to modify or change a Resolution or motion. This would include a technical change or a substantive change that would alter the meaning or the intent of a Resolution or motion. Amendments must be related to the item that they are trying to change. (Note - the last sentence is confusing.)

b. Secondary Amendments are:

- (1) proposed changes to an amendment. Secondary amendments must relate to the specific subject of an amendment and may not be used to alter other parts of a Resolution or parts not affected by an amendment.

c. Has the following characteristics:

- (1) Debate is allowed.
 - (2) Secondary amendments are allowed.
 - (3) A majority vote is required.
- iv. *To Divide the Matter*
- a. Is used to divide a motion, Resolution, or Memorial into separate parts and vote separately. If the motion is easily divisible into separate subjects, it may be divided by the Chair at a request of a member.
 - b. Process to use this motion:
 - (1) First make the motion to divide the question and explain where the motion should be divided.
 - (2) The Chair then rules on the motion and whether it is divisible or not.
 - (3) If the Chair rules it is not divisible, any Deputy may appeal the ruling of the presiding officer.
- v. *To Reconsider something previously acted upon*
- a. Is used to reconsider a matter which was previously voted upon by the House at the current meeting of the General Convention.
 - b. Has the following characteristics:
 - (1) Any deputy may move to reconsider a resolution.
 - (2) No amendments are allowed.
 - (3) Debate is allowed if the item being reconsidered is debatable.
 - (4) A majority vote is required.
1. the member has a conflict of interest; or
 2. for other good cause.
- C. *Vote necessary to adopt a matter.* The amount of votes necessary to pass a measure is;
1. A majority vote consists of more than half of the votes.
 2. A two-thirds vote consists of more than two-thirds of the votes.
 3. A majority Vote by Orders consists of a more than half of the lay deputations and more than half of the clergy deputations.
- D. *Counting the votes.* The amount necessary to pass a matter will be determined by those present and voting.
- E. *Procedure on a Vote by Orders.*
1. Art. 1 Sec. 5 of the Constitution states that:
 - i. the vote of each order, Clerical and Lay, will be counted separately and each order in each Diocese will have one vote;
 - ii. to carry in the affirmative any question being voted on by orders requires concurrence in the affirmative by both orders;
 - iii. concurrence in the affirmative by an order requires the affirmative vote in that order by a majority of the Dioceses present in that order unless a greater vote is required by the Constitution or by the Canons;
 - iv. an affirmative vote of a Clerical or Lay order requires a majority of the Deputies present in that order in that Diocese.
 2. *No Vote.* A no vote (i.e. not in the affirmative) occurs when the majority of a Clerical or a Lay deputation's vote is against a matter or is tied.

XIV. Voting

- A. Every member must vote when a matter is put to a vote.
- B. The President may excuse a member from voting on a matter, if:

3. *Two-Thirds Vote.* If a motion under the Rules requires a two-thirds vote, and a Vote by Orders is called, the motion will pass if there is concurrence in the affirmative by both orders.
4. *Counting.* The count on a Vote by Orders will be by either electronic and/or written means as required by the President or presiding officer.
5. *Publishing the results.* The results of all Votes by Orders will be posted promptly in a manner readily accessible to the House and the public and include how each order in each diocese voted.
6. *Polling.* The vote of the individual Deputies of a Diocese must be stated and recorded when requested by a member of the Deputation.

XV. Elections

A. Nominations

1. Nominations by any two Deputies are permitted before any election by the House.
2. Each nomination is submitted in writing, in a form adopted by the Joint Standing Committee on Nominations, to the Secretary, no later than the third legislative day.
3. There are no nominating speeches for any office or position, except for the President and Vice-President of the House.

B. Voting Requirements

1. All elections will be by individual secret ballot, paper or electronic, except where there are no more nominees than open seats, in which case the vote may be by voice.
2. A majority vote is required to elect.

C. Balloting Procedures

1. In all elections in which there are eight or fewer nominees, after the third ballot there will be only two more nominees than the number of vacancies to be filled on the ballot. After the fifth ballot only one more nominee than the number of vacancies to be filled will be on the ballot.
2. In all elections in which there are more than eight nominees, after the third ballot there will be only four more nominees than the number of vacancies to be filled on the ballot.
3. After the fifth ballot there will be only one more nominee than the number of vacancies to be filled on the ballot.

XVI. Confirmation of the Election of a Presiding Bishop

- A. When the President receives the name of the bishop elected by the House of Bishops, the President will refer the name to the Legislative Committee on the Confirmation of the Presiding Bishop.
- B. The Legislative Committee on the Confirmation of the Presiding Bishop will make a recommendation to the House on whether to confirm or not to confirm the choice of the House of Bishops.
- C. The House may choose to receive the Committee's report to the House in Closed Session.
- D. If the House chooses to receive the report in Closed Session, the House may continue in Closed Session for the purpose of debate.
- E. Following the end of debate, the House will move out of Closed Session. The Committee will repeat its recommendation and the House will immediately vote on the recommendation.

- F. The House will vote by individual secret ballot, paper or electronic, unless a Vote by Orders is requested.

XVII. Parliamentary Authority

- A. The latest edition of Robert's Rules of Order, Newly Revised will govern the interpretation of these Rules and Procedures and those matters not covered by these Rules.
- B. The Constitution, Canons, Joint Rules, and Rules of this House take precedence when there is a conflict with Robert's Rules of Order.

XVIII. Supremacy and In Force Clause

- A. These Rules are subordinate to the Constitution, Canons, and Joint Rules of Order of the General Convention.
- B. These Rules remain in force at each meeting until amended, revoked, or replaced by the House.

XIX. Amendments to the Rules of Order

- A. The House may amend these Rules at any time by a two-thirds majority vote of the members present.
- B. The Legislative Committee on Rules of Order will consider all proposed amendments to the Rules and make recommendations to the House.
- C. All amendments to these Rules take effect immediately unless expressly provided otherwise.